



**Auditor 3 In-Training to Auditor 4  
Vehicles Services  
Spokane, Washington**

***Auditor 3 In-Training to Auditor 4 Starting Salary: \$2,910 - \$3,722 (DOQ) (Range 46)***

***Auditor 4 In-Training to Auditor 5 Salary: \$3,208 - \$4,106 (Range 50)***

***Auditor 5 Salary: \$3,371 – \$4,315 (Range 52)***

*The individual selected for this position is required to complete a 24-month on-the-job training program. Upon successful completion of the program, the candidate will promote to an Auditor 5. See "Compensation" below.*

**Closing Date: December 8, 2006 (5:00 p.m.)**

**Our Mission:**

Great people, great service, working together for a safer Washington.

**Our Vision:**

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

**Our Core Competencies:**

In support of our mission and vision, our employees work to demonstrate all of the competencies listed below:

**Communication Effectiveness:** Use effective listening skills and apply effective written and oral communication techniques to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

**Customer Centered:** Search out and identify internal and external customers' service delivery requirements to improve efficiency, effectiveness, and satisfaction.

**Ethics and Integrity:** Earn the trust, respect and confidence of coworker and customers through fairness, truthfulness, honesty, sensitivity, reliability and professionalism in all interactions.

**Performance Leadership:** Create and nurture a results oriented culture that focuses on measurable outcomes by fostering teamwork and innovation to accomplish the organization's mission and goals.

**Personal accountability/Initiative:** Accept responsibility for the quality and timeliness of her/his work to meet or exceed predetermined goals and objectives with little need for oversight.

In addition to these, our supervisors and managers work to demonstrate the following:

**Strategic Thinking/Planning and Vision:** Consistent with the direction of the Agency, develop, communicate, and implement a plan to achieve a preferred future and influence others to follow.

**Human Resource Management:** Proactively apply sound human resource management practices within area of responsibility and consistent with the Agency's human resource management logic model.

## **Position Objectives & Responsibilities:**

This position is based in Spokane and conducts audits and/or investigations of Washington-based taxpayers to determine compliance with federal, state and Canadian province laws and international agreements; ensures proper payment of fuel taxes and registration fees; educates and trains taxpayers for improved compliance with the above regulations. Taxpayers include major oil companies, interstate motor carriers and licensed and unlicensed fuel users in this state.

This auditor conducts entrance conferences with taxpayers to explain the audit process; analyzes accounting systems to determine the auditing procedures necessary; evaluates and verifies financial records through sampling and testing of the internal controls; conducts exit conferences and prepares detailed written audit reports of findings, adjustments, and recommendations; issues tax assessment adjustments. This position may investigate fuel tax evasion situations as required. Much of the audit and/or investigative work is conducted at the taxpayers' place of business and may require evenings and weekend work.

### **WORKING CONDITIONS:**

- Position requires considerable travel in the region with substantial overnight travel required. Incumbent must be willing and able to use personal vehicle for travel. Mileage reimbursement is available.
- Incumbent must be willing and able to move portable computers with printers and boxes of records weighing approximately 40 lbs with or without accommodation.
- Must have a valid driver license.
- Must be self-motivated with the ability to work independently needing little direct supervision.

## **Knowledge, Skills, Abilities, & Qualifications**

### **Required:**

- A Bachelor's degree involving major study in accounting, public or business administration which includes a minimum of 12 semester (or 18 quarter) hours of college level accounting AND two years professional accounting and/or auditing experience.
- OR**
- Four years of professional auditing or accounting experience provided the candidate has at least 12 semester hours (18 quarter hours) of college level accounting/auditing.
- OR**
- A masters degree in business administration, public administration, or closely allied field; or certification as a Certified Public Accountant (CPA); will substitute for one year of required professional experience.

### **Desired:**

- Working knowledge of MS Word and MS Excel.
- Knowledge of federal and state, fuel tax laws.
- Knowledge of the provisions of the International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP).
- Knowledge of fuel and transportation industries. Basic understanding of the refining, storage, transporting and sale of aircraft, motor fuel and special fuels.
- Ability to clearly communicate in writing and verbally with a wide variety of audiences.

## **Compensation**

This position is in general government service. Starting compensation is between \$2,910 - \$3,722/mo (Range 46) depending upon qualifications. Upon successful completion of a 12-month on-the-job training program, the incumbent will promote to Auditor 4, which is paid between \$3,208 and \$4,106/mo (Range 50). Subsequently, upon completion of another 12-month on-the-job training program, the incumbent will promote to Auditor 5, which is paid between \$3,371 and \$4,315/mo (Range 52). We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

## **Application Procedure**

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov) with a subject line of *06-207G Auditor*. All requested materials must be submitted.

- A letter of interest (no more than two pages) describing how your skills and experience meet the Required and Desired Qualifications outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

**Attn: 06-207G Auditor**

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.